

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 380-5
CHANGE 1

6 June 1997

Security

DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM

This change is necessary to delegate waiver approval authority and confirm previously announced file stamping policy.

1. [AMC Supplement 1 to AR 380-5](#), 21 April 1992, is changed as follows:

Remove old pages

5 and 6

Insert new pages

5 and 6

2. This change is necessary to delegate authority to approve exceptions for storage of CONFIDENTIAL and SECRET material to commanders of major subordinate commands and commanders/directors of separate reporting activities. It also confirms the elimination of the requirement to stamp file folders with the highest overall classification of material contained therein.

3. File this change in front of the supplement.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMXMI-SCM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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3. Holders of RD/FRD documents who are the proponent of the document will follow steps 1(a), 2(b), 2(c), and 2(d).

Page 21, paragraph 4-302, Photographs, films, and recordings. Add the following at the end:

If space limitations preclude use of a "DERIVED FROM" line, separate records will be maintained to identify the classifier.

Page 22, paragraph 4-305, Documents produced by ADP equipment. Add the following at the end:

A review of classification markings applied by ADP equipment will be accomplished prior to dissemination or reproduction of documents.

Page 23, paragraph 4-400, Declassification and regrading marking procedures. Add the following at the end:

Material which is automatically downgraded/declassified according to instructions on the material will be remarked, as a minimum, on the front/first page and back cover.

Page 25, paragraph 5-102a2, Storage of classified information. Add the following at the end:

Requests for approval to use alarmed areas for storage of TOP SECRET material will be forwarded through command security channels to HQ AMC, ATTN: AMXMI-SCM. Enclosures for this request will be in the format shown in appendix S to this supplement.

Page 25, paragraph 5-102b, Storage of classified information. Add the following at the end:

When classified material is proposed for open storage in vaults, buildings, offices, or rooms, qualified facility engineer personnel will verify the structural composition of the storage facility according to standards outlined in appendix H of the basic regulation. The facility will be certified regarding its composition and the highest level of classified material authorized for storage. The certification will be on a 5-year renewal basis or when there has been a physical modification to the structure.

Page 25, paragraph 5-102b, Storage of classified information. Add subparagraphs 1, 2, 3, 4, 5, and 6.

1. CONFIDENTIAL and/or SECRET material will not be stored in steel filing cabinets equipped with a steel lock bar and secured with a GSA-approved changeable padlock.
2. Authority to approve exceptions for CONFIDENTIAL and SECRET is delegated to commanders of major subordinate commands (MSCs) of the Army Materiel Command and to commanders/directors of separate reporting activities of the Army Materiel Command. This authority may be redelegated to MSC chiefs of staff with power of redelegation to senior intelligence officers provided they are Lieutenant Colonels or GS 15s and above. Requests for waivers to TOP SECRET storage requirements will continue to be forwarded to this HQ, ATTN: AMXMI-SCM.
3. Before approving exceptions to storage standards, the approving authority should compare the construction standards of the proposed facility with those in appendix H, of the basic regulation. The construction information, combined with other factors, such as threat, sensitivity of the classified information, amount of in-depth security safeguards, and other pertinent information should be considered. Copies of approved waivers will be forwarded to this HQ, ATTN: AMXMI-SCM, with a copy furnished to AMXMI-SSD.
4. Exceptions and waivers require compensatory measures equal to or greater than the requirements of the regulation.
5. Waivers are valid for 1 year only and require annual renewal, if necessary. Approvals will be based upon submission of projects and milestones which support the attainment of the requirements of the regulations for which the waiver was issued.
6. Exceptions are permanent and are applicable only when current procedures exceed requirements of the regulation or it is cost-prohibitive to meet the requirements.

Page 26, paragraph 5-103b, Procurement and phase-in of new storage equipment. Add the following at the end:

Copies of the request will be sent to HQ AMC, ATTN: AMXMI-SCM with a copy furnished to AMXMI-SSD.